

CIVIL SERVICE COMMISSION

Meeting

MINUTES

April 13, 2016

10:00 a.m.

CONFERENCE ROOM 3C

3RD FLOOR, CITY HALL

Roll Call:

The meeting was called to order with Chairman Tim Matthewson, Commissioner Shay Nagersheth, HR Director Virginia Werner, and Chief Examiner Deni Janey, present.

Minutes:

Motion by Commissioner Nagersheth, seconded by Chairman Matthewson, to accept the previous meeting minutes as presented. Motion passed unanimously.

New Business: N/A

Personnel Status:

- **Qualification of Candidates**

- **Fire Lieutenant:**

There are 31 applicants to review and qualify to move forward in the testing process. They all meet the six+ years active firefighter criteria and have their Fire Instructor Certification I.

Motion by Commissioner Nagersheth, seconded by Chairman Matthewson, to qualify all 31 candidates. Motion passed unanimously.

- **Communications Coordinator (Fire):**

There were two applicants with one removing their name leaving one applicant. It is requested the applicant go through the oral exam due to previous test failure.

Motion by Chairman Matthewson, seconded by Commissioner Nagersheth, to approve that the applicant move forward into the oral exam process. Motion passed unanimously.

- **Librarian I:**

One application was received. Approval for an interview only is being requested.

Motion by Chairman Matthewson, seconded by Commissioner Nagersheth, to approve that the applicant move forward to the candidate interview. Motion passed unanimously.

- Public Utilities Technician:

There were 11 applicants. The Commission reviewed the spreadsheet of applicants and the following were rejected for the reasons noted: Candidate PU 101 lack of knowledge, PU 102 did not indicate a minimum of two years' experience and no indication of knowledge of valves, pumps, piping and other hydraulic equipment. PU 104, PU 105, 106, and 110 did not indicate a minimum two years of experience. PU 107 did not submit the required application fee or the additional 3 copies. PU 109 was rejected due to lack of knowledge and experience. The following candidates were accepted: PU 103, PU 108 and PU 111.

Motion by Chairman Matthewson, seconded by Commissioner Nagersheth, to accept the Public Utilities Technician applicant list as discussed with three acceptances and rejection of the remainder. Motion passed unanimously.

- Clerk Typist II:

There were 93 applications received. The following were rejected: C201 due to C224 lack of experience. C211, C241 and C288 did not include the required application fee or the 3 additional copies. Applicants C227, C228 and C238 were rejected due to no indication of one to three years' experience in customer service and clerical work. Applicants C234 C263, C292 did not submit the required additional 3 copies of the application. Applicant C237 did not indicate skills in Microsoft suite.

The following applications were accepted: C202 through C210, C212-C223, C225-C226, C229-C233, C235-C236, C239-C240, C242-C262, C264-C270, C272-C287, C289-C291, and C293.

Motion by Commissioner Nagersheth, seconded by Chairman Matthewson, to qualify the Clerk Typist II application list as discussed. Motion passed unanimously.

- **Request to Increase Police Officer Candidates for Interview**

The July training academy session was discussed with a request to increase the number of interviews to 20.

Motion by Commissioner Nagersheth, seconded by Chairman Matthewson, to authorize interviewing 20 candidates for this position (Police Officer Candidates). Motion passed unanimously.

- **Request to Change the May Civil Service Commission Meeting Date**

The date of the next Civil Service Commission Meeting was changed from May 11th to May 10th.

Adjournment

Motion by Commissioner Nagersheth, seconded by Chairman Matthewson, to adjourn. Motion passed unanimously.